



**GPO's Onsite Services program offers onsite document conversion/scanning services as an easy and convenient way to digitize your physical documents. Doing the work onsite increases your document security as they never have to leave the safety of your agency premises.**

An assortment of onsite document conversion/scanning services are available from GPO, including but not limited to:

- Onsite turnkey operation
- Reduction of real estate being occupied by physical documents
- Experienced staffing
- Scanning
- Document preparation
- Indexing
- Re-filing or recycling post-scan
- Metadata creation

- Quality control
- NARA compliance
- Compliance with Executive Orders

**GPO's Onsite Services** is a unique program utilizing GPO's expertise to offer agencies cost savings while alleviating the burden of the acquisition process. This service is available for all Federal entities.



To contact the GPO Onsite Services team directly, call **202.512.2132** or email **aps-team3@gpo.gov**.